

## **2. Business Rules**

### **Section 2.5 Duplication Checks**

Duplications checks will be done to ensure that a family is only served once in a given program year. These checks will be done only for HEAP (HE) and Fast Track (FT) programs (all other programs allow families to be served more than one time in a given program year). The duplication checks that will be done are as follows:

- Place of service—the place of service will be checked to determine if a family has already received HEAP or Fast Track benefits at that address in the requested program year. If HEAP or Fast Track benefits have been received at that address, and movein / moveout has not been set to 'Y' the application will be rejected.
- Phone number—the phone number will be checked to determine if a family has already received HEAP or Fast Track benefits at that phone number. If HEAP or Fast Track benefits have been received at that phone number, and phone dup ok has not been set to 'Y' the application will be rejected.
- First and last name—the first and last name of the applicant will be checked to determine if a family with the same first and last name has already received HEAP or Fast Track benefits.
- Social security number—the social security number of the application will be checked to determine if it already exists in the system. If the social security number already exists in the system for a person other than the applicant (person with a different name) the application will be rejected.
- Utility company / account number—the utility company and account number will be checked to determine if a family has already received HEAP or Fast Track benefits for that utility account number.